

# Employee Post-Travel Disclosure of Travel Expenses

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**Post-Travel Filing Instructions:** Complete this form within 30 days of returning from travel. Submit all forms to the Office of Public Records in 232 Hart Building.

In compliance with Rule 35.2(a) and (c), I make the following disclosures with respect to travel expenses that have been or will be reimbursed/paid for me. I also certify that I have attached:

- ☒ The original *Employee Pre-Travel Authorization* (Form RE-1), AND
- ☒ A copy of the *Private Sponsor Travel Certification Form* with all attachments (itinerary, invitee list, etc.)

Red River Valley Education Foundation / Red River Valley Sugarbeet Growers Association / American Crystal Sugar Company

Private Sponsor(s) (list all):

Travel date(s): 8/28/2019 - 8/30/2019

Name of accompanying family member (if any): none

Relationship to Traveler: ☐ Spouse ☐ Child

IF THE COST OF LODGING DID NOT INCREASE DUE TO THE ACCOMPANYING SPOUSE OR DEPENDENT CHILD, ONLY INCLUDE LODGING COSTS IN EMPLOYEE EXPENSES. (Attach additional pages if necessary.)

Expenses for Employee:

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses (Amount & Description)
<input type="checkbox"/> Good Faith Estimate <input checked="" type="checkbox"/> Actual Amount	\$0 airfare \$44 shuttle bus	\$188	\$55	\$23 meeting room charge

Expenses for Accompanying Spouse or Dependent Child (if applicable):

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses (Amount & Description)
<input type="checkbox"/> Good Faith Estimate <input type="checkbox"/> Actual Amount				

Provide a description of all meetings and events attended. See Senate Rule 35.2(c)(6). (Attach additional pages if necessary.): please see attached agenda

9/18/19  
(Date)

Aaron Weber  
(Printed name of traveler)

[Signature]  
(Signature of traveler)

TO BE COMPLETED BY SUPERVISING MEMBER/OFFICER:

I have made a determination that the expenses set out above in connections with travel described in the *Employee Pre-Travel Authorization* form, are necessary transportation, lodging, and related expenses as defined in Rule 35.

9/18/19  
(Date)

[Signature]  
(Signature of Supervising Senator/Officer)

# PRIVATE SPONSOR TRAVEL CERTIFICATION FORM

**This form must be completed by any private entity offering to provide travel or reimbursement for travel to Senate Members, officers, or employees (Senate Rule 35, clause 2). Each sponsor of a fact-finding trip must sign the completed form. The trip sponsor(s) must provide a copy of the completed form to each invited Senate traveler, who will then forward it to the Ethics Committee with any other required materials. The trip sponsor(s) should NOT submit the form directly to the Ethics Committee. Please consult the accompanying instructions for more detailed definitions and other key information.**

**The Senate Member, officer, or employee MUST also provide a copy of this form, along with the appropriate travel authorization and reimbursement form, to the Office of Public Records (OPR), Room 232 of the Hart Building, within thirty (30) days after the travel is completed.**

1. Sponsor(s) of the trip (please list all sponsors): Red River Valley Sugarbeet Education Foundation, Inc.  
Red River Valley Sugarbeet Growers Association, American Crystal Sugar Company
2. Description of the trip: This trip is designed to expose participants to sugarbeet farming, harvesting, piling, storage, processing, equipment and the related research & development science.
3. Dates of travel: 8/28/2019 - 8/30/2019
4. Place of travel: Fargo, North Dakota
5. Name and title of Senate invitees: \* see addendum
6. I certify that the trip fits one of the following categories:  
☐ (A) The sponsor(s) are not registered lobbyists or agents of a foreign principal and do not retain or employ registered lobbyists or agents of a foreign principal and no lobbyist or agents of a foreign principal will accompany the Member, officer, or employee *at any point* throughout the trip.  

**=OR=**

☒ (B) The sponsor or sponsors are not registered lobbyists or agents of a foreign principal, but retain or employ one or more registered lobbyists or agents of a foreign principal and the trip meets the requirements of Senate Rule 35.2(a)(2)(A)(i) or (ii) (*see question 9*).
7. ☒ I certify that the trip will not be financed in any part by a registered lobbyist or agent of a foreign principal.  

**=AND=**

☒ I certify that the sponsor or sponsors will not accept funds or in-kind contributions earmarked directly or indirectly for the purpose of financing this specific trip from a registered lobbyist or agent of a foreign principal or from a private entity that retains or employs one or more registered lobbyists or agents of a foreign principal.
8. I certify that:  
☒ The trip will not in any part be planned, organized, requested, or arranged by a registered lobbyist or agent of a foreign principal except for *de minimis* lobbyist involvement.  

**=AND=**

☒ The traveler will not be accompanied on the trip by a registered lobbyist or agent of a foreign principal except as provided for by Committee regulations relating to lobbyist accompaniment (*see question 9*).





9. **USE ONLY IF YOU CHECKED QUESTION 6(B)**

I *certify* that if the sponsor or sponsors retain or employ one or more registered lobbyists or agents of a foreign principal, one of the following scenarios applies:

☐ (A) The trip is for attendance or participation in a one-day event (exclusive of travel time and one overnight stay) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *on any segment* of the trip.

**OR**

☒ (B) The trip is for attendance or participation in a one-day event (exclusive of travel time and two overnight stays) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *on any segment* of the trip (see questions 6 and 10).

**OR**

☐ (C) The trip is being sponsored only by an organization or organizations designated under § 501(c)(3) of the Internal Revenue Code of 1986 and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *at any point* throughout the trip.

10. **USE ONLY IF YOU CHECKED QUESTION 9(B)**

If the trip includes two overnight stays, please explain why the second night is practically required for Senate invitees to participate in the travel:

Given distance of Fargo, ND from Washington DC and the travel logistics and the full-day nature of the 1 day event, two overnight stays will be required.

11. ☒ An itinerary for the trip is attached to this form. I *certify* that the attached itinerary is a detailed (hour-by-hour), complete, and final itinerary for the trip.

12. Briefly describe the role of each sponsor in organizing and conducting the trip:

The Red River Valley Sugarbeet Education Foundation, Inc. is responsible for organizing & coordinating the activities for the trip. American Crystal Sugar Company & the Red River Valley Sugarbeet Growers Association assist in the planning of the event & conducting the tours and educational activities.

13. Briefly describe the stated mission of each sponsor and how the purpose of the trip relates to that mission:

The Red River Valley Sugarbeet Education Foundation, Inc. was formed to educate interested persons about the sugarbeet industry. This trip is designed to teach participants aspects regarding sugarbeet farming, storage, processing \* see Addendum #13.

14. Briefly describe each sponsor's prior history of sponsoring congressional trips:

This is the 4th educational tour the Red River Valley Sugarbeet Education Foundation has sponsored.

1st tour - October of 2016. 2nd tour - August of 2017. 3rd tour - August of 2018. 2019 is the 1st year for American Crystal Sugar Co. and Red River Valley Sugarbeet Growers Assn. to act as sponsors.

15. Briefly describe the educational activities performed by each sponsor (other than sponsoring congressional trips):

**To date the Red River Valley Sugarbeet Education Foundation has solely sponsored the 3 previous**

**education tours described in #14. The Red River Valley Sugarbeet Growers Association participates in**

**"Ag In The Classroom" . . . . \* see Addendum #15.**

- 16. Total Expenses for Each Participant:**

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses
<input checked="" type="checkbox"/> Good Faith estimate  <input type="checkbox"/> Actual Amounts	\$0.00 airfare +  \$54 shuttle bus each participant	\$188	\$55	\$15 each participant (meeting room charges)
	TOTAL: \$54	TOTAL: \$188	TOTAL: \$55	TOTAL: \$15

17. State whether a) the trip involves an event that is arranged or organized *without regard* to congressional participation or b) the trip involves an event that is arranged or organized *specifically with regard* to congressional participation:

**The trip involves an event that is arranged and organized specifically with regard to Congressional participation.**

- 18. Reason for selecting the location of the event or trip**

The trip is located in the Red River Valley because this area is the primary growing region and headquarters of our sugarbeet industry.

- 19. Name and location of hotel or other lodging facility:**

**Radisson Hotel Fargo - 201 North 6th Street Fargo, ND 58102**

- 20. Reason(s) for selecting hotel or other lodging facility:**

The Radisson was selected due to it's convenient location with affordable hotel room rates plus meeting rooms that could accommodate the group.

21. Describe how the daily expenses for lodging, meals, and other expenses provided to trip participants compare to the maximum per diem rates for official Federal Government travel:

Daily expenses for lodging are equal to the Federal Government rate of \$94 per night.

Meals provided to trip participants are equal to the per diem rate of \$55 per day.

22. Describe the type and class of transportation being provided, including whether coach, business class or first class transportation will be provided. If first class fare is being provided, please explain why first class travel is necessary:

Around transportation in Fargo, ND - 25 passengers per coach bus

23. ☒ I represent that the travel expenses that will be paid for or reimbursed to Senate members do not include expenditures for recreational activities, alcohol, or entertainment (other than entertainment provided for all attendees as an integral part of the event, as permissible under Senate Rule 13).

24. List any entertainment that will be provided to, paid for, or reimbursed to Senate members and explain why the entertainment is an integral part of the event:

None.

25. I hereby certify that the information contained herein is true, complete and correct. (For trips involving more than one sponsor, you must include a completed signature page for each additional sponsor.)

Signature of Travel Sponsor: 

Name and Title: Neil Rasmussen - President - Red River Valley Superbest Education Foundation, Inc.

Name of Organization: Red River Valley Superbest Education Foundation, Inc.

Address: 1401 32nd Street SW - Fargo, ND 58103

Telephone Number: 701.239.4161

Fax Number: 701.239.4275

E-mail Address: [neil@redrivervalley.org](mailto:neil@redrivervalley.org)



1401 32nd Street SW - Fargo, North Dakota 58103 701.239.4151

Please join us for . . .

# **SUGAR 101: The Industry A - Z**

**Thursday August 29th, 2019**

**Farm Harvest**

**Piling Station / Storage**

**Processing Plant & Packaging**

**Dinner- / Industry Panel**

**Sponsored by the Red River Valley Sugarbeet Education Foundation**

**Point of Contact: Kirsten Stibbe • [kirsten@rvsga.com](mailto:kirsten@rvsga.com) • 701.239.4151**

- Reasonable and necessary trip expenses are provided by the Red River Valley Sugarbeet Education Foundation
- Please reply to confirm your interest and intentions in attending our Educational Program in the Red River Valley

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**6:00 p.m. Arrive Fargo, ND – check into Radisson Hotel Fargo**  
**Traveler has trip extension prior**

**7:30 – 8:15 Breakfast / Meeting – Radisson Hotel Fargo**

**The breakfast meeting will cover a review of the events for the day as well as answering questions.**

**8:15-9:00** Leave hotel & drive North to view the Ada North rural piling site just North of the town of Ada on Hwy 9.

**9:00-9:15** Arrive at Ada North rural piling site. Observe piling site, storage and airflow related to Sugarbeet storage.

**9:15-10:00 To Lynn & Chuck Johnson field - they will be harvesting just North of the Ada North piling site a few miles. Observe sugarbeet harvest operations. Ride along in a defoliator, a harvester, and a beet truck.**

**10:00-10:45 Depart for Dale Fischer Farm by Moorhead - he will be harvesting to the Moorhead Factory yard.**

**10:45-11:45 Arrive at Dale Fischer Farm – Observe sugarbeet harvest operations. Ride in harvesting machinery. Hear how each different individual piece of equipment is used in the harvesting process.**

**11:45-12:00 Depart / Travel to Moorhead processing factory**

**12:00-1:00 Arrive at American Crystal Sugar Moorhead factory, Moorhead, MN. Lunch. Processing plant Manager will provide a plant tour overview and verbalize safety guidelines.**

**1:00-2:30 American Crystal Sugar Processing Plant Tour.** Participants will tour sugarbeet receiving and factory storage facilities as well as proceed through the processing facility to see how sugarbeets become pure sugar.

**Sugar Packaging Facility:** Participants will view the Moorhead sugar packaging area.

**Sugarbeet Storage Facility: Participants will see Processing Plant yard and long-term storage buildings.**

**2:30-3:00 Depart / Travel to Dan and Brian Rosenfeldt Farm**

**3:00-4:30 Arrive at Dan and Brian Rosenfeldt Farm- Observe sugarbeet harvest operations.**

**4:30 – 5:30 Travel time back to Fargo**

**5:30 – 8:00 Dinner / Meeting – Reflections At Rose Creek – 1550 East Rose Creek Parkway S Fargo, ND**

**Recap the events of the tours and answer questions. Topics will include: soil conditions, harvest temperatures and weather related impact, harvest equipment function, conditions and challenges relating to beet storage, consumer v.s. commercial sugar packaging.**

**Friday August 30, 2019**

**Check out of Radisson Hotel Fargo Before 12:00 Noon - Depart Fargo, ND**

## Traveler has trip extension after



### Addendum:

## #5. Savannah Block - Legislative Correspondent / ND Senator John Hoeven

**Gabrielle Rosenfeld - Legislative Correspondent / MN Senator Tina Smith**

**#13. and the related science via on site visits to farms and processing plants.**

**American Crystal Sugar Company is a grower owned cooperative whose members are engaged in sugarbeet production. This trip brings the interested persons to the fields of the growers to experience the sugarbeet harvest process from field to piling site and processing factory. American Crystal Sugar Company is always striving to advance storage methods to preserve the sugar in the beets longer, and enhance factory performance through capacity and efficiency improvements, and investing in people to give them the tools, technology, and training to perform at higher levels. The tour participants are exposed to these aspects of the cooperative.**

**The Red River Valley Sugarbeet Growers Association promotes the interests of its sugarbeet producing members by immersing interested persons in “hands on” innovative farming practices and advanced production methods promoting improving the productive capacity of every sugarbeet acre.**

**#15. to educate 4th graders on what a sugarbeet is, how they are planted, harvested & turned into sugar. The Red River Valley Sugarbeet Growers Association has a long and close relationship with North Dakota State University and the University of Crookston to coordinate sugarbeet research. They also organize truck regulation seminars and safety workshops for the growers. Plus participate in the International Sugarbeet Institute which hosts one of the largest Sugarbeet trade and education shows annually.**

**American Crystal Sugar is a Minnesota agricultural cooperative which processes sugarbeets and markets sugar as well as sugarbeet pulp, molasses, concentrated separated by-product (CSB), betaine (collectively, agri-products) and sugarbeet seed. American Crystal is deeply rooted in the Red River Valley of North Dakota and Minnesota. As a company we are committed to the sustainability and growth of our business and to improving lives in the places where we work and live. We do that by investing in our people, our communities and the future of our Company. Our support includes scholarships, grants, contributions, volunteerism, matching gifts, donations and more. American Crystal's Community Roots giving program is primarily focused on three areas: strong communities, education with an emphasis on science, technology, engineering and math, and employee engagement in the community.**

**PRIVATE SPONSOR TRAVEL CERTIFICATION FORM**  
**SIGNATURE PAGE FOR ADDITIONAL SPONSOR**  
*(to be completed by each additional sponsor)*

I hereby *certify* that the information contained on pages 1-4 of the certification form and any accompanying addenda, all submitted in connection with the 8.28.2019 - 8.30.2019 trip  
to Fargo, ND is true, complete, and correct.  
*Place of Travel*

Signature of Travel Sponsor: 

Name and Title: Dan Younggren, President - Red River Valley Sugarbeet Growers Association

Name of Organization: Red River Valley Sugarbeet Growers Association

Address: 1401 32nd Street SW - Fargo, ND 58103

Telephone Number: 701.239.4151

Fax Number: 701.239.4276

E-mail Address: duck59@frontiernet.net

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# PRIVATE SPONSOR TRAVEL CERTIFICATION FORM

## SIGNATURE PAGE FOR ADDITIONAL SPONSOR

***(to be completed by each additional sponsor)***

I hereby certify that the information contained on pages 1-4 of the certification form and any accompanying addenda, all submitted in connection with the 8.28.2019 - 8.30.2019 trip  
to Fargo, ND is true, complete, and correct.  
*Place of Travel* *Dates of Travel (Month Day, Year)*

**Signature of Travel Sponsor:**

**Name and Title:** Tom Astrup President & CEO - American Crystal Sugar Company

**Name of Organization:** American Crystal Sugar Company

**Address:** 101 North Third Street - Moorhead, MN 56560

**Telephone Number:** 218.236.4402

**Fax Number: 218.236.4342**

**E-mail Address:** [tastруп@crystalsugar.com](mailto:tastруп@crystalsugar.com)

**Private Sponsor Certification – Additional Sponsor Signature Page**

## EMPLOYEE PRE-TRAVEL AUTHORIZATION

**Pre-Travel Filing Instructions:** Complete and submit this form at least 30 days prior to the travel departure date to the **Select Committee on Ethics in SH-220**. Incomplete and late travel submissions will not be considered or approved. This form must be typed and is available as a fillable PDF on the Committee's website at [ethics.senate.gov](http://ethics.senate.gov). Retain a copy of your entire pre-travel submission for your required post-travel disclosure.

ETHIC AUG22'19AM10:15

Name of Traveler: Aaron Weber

Employing Office/Committee: U.S. Senator John Hoeven

Private Sponsor(s) (list all): Red River Valley Sugarbeet Education Foundation, American Crystal Sugar Company, Red River Valley Sugarbeet Growers Association

Travel date(s): ~~8/22/2019 - 9/2/2019~~ 8/28/19 - 8/30/19

*Note: If you plan to extend the trip for any reason you must notify the Committee.*

Destination(s): Fargo, ND

Explain how this trip is specifically connected to the traveler's official or representational duties:

As Legislative Aide for Sen. Hoeven, I handle issues relating to agriculture. For me to perform my job effectively, it is important to talk directly with the those impacted by laws we pass. This trip will allow me to better perform my official duties by hearing first-hand from farmers and seeing their operations in person.

Name of accompanying family member (if any): \_\_\_\_\_

Relationship to Employee: ☐ Spouse ☐ Child

I certify that the information contained in this form is true, complete and correct to the best of my knowledge:

8/22/19  
(Date)

[Signature]  
(Signature of Employee)

TO BE COMPLETED BY SUPERVISING SENATOR/OFFICER (President of the Senate, Secretary of the Senate, Sergeant at Arms, Secretary for the Majority, Secretary for the Minority, and Chaplain):

Sen. John Hoeven

Aaron Weber

I, Sen. John Hoeven hereby authorize Aaron Weber  
(Print Senator's/Officer's Name) (Print Traveler's Name)

an employee under my direct supervision, to accept payment or reimbursement for necessary transportation, lodging, and related expenses for travel to the event described above. I have determined that this travel is in connection with his or her duties as a Senate employee or an officeholder, and will not create the appearance that he or she is using public office for private gain.

I have also determined that the attendance of the employee's spouse or child is appropriate to assist in the representation of the Senate. (signify "yes" by checking box) ☐

8/22/19  
(Date)

[Signature]  
(Signature of Supervising Senator/Officer)